

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Skills Development & Training Department - Technical Education -
Additional Guidelines for Transfer of Employees in the Department of
Technical Education for the year 2025 - Orders - Issued.

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SKILLS DEVELOPMENT & TRAINING (TE.A2) DEPARTMENT

G.O.RT.No. 73

Dated: 02-06-2025

Read the following:

1. G.O.Ms.No.90, Finance (HR.I-Plng. & Policy) Department,
Dated:12-09-2024
2. G.O.Ms.No.23, Finance (HR-I-PLG. & POLICY) Dept.,
dated.15.05.2025.
- 3.From the Director of Technical Education, A.P Lr.No.EHE02
/132/2025-F SEC-CTE, Dt:20-05-2025 & Dt:27.05.2025.
- 4.From the Director of Technical Education, A.P Lr.No.EHE02
/132/2025-F SEC-CTE, Dt:01.06.2025.

ORDER:-

In the reference G.O 2nd read above Government have issued orders with guidelines for transfer of employees for the year 2025 duly relaxing the existing ban on transfer of employees imposed in the reference G.O 1st read above, for the period from 16th May, 2025 to 2nd June, 2025 to ensure right placement of employees, to secure optimum productivity and commitment to furtherance of Government's welfare and development objectives. Further the Government directed the departments, which have unique operational systems may devise their own transfer guidelines relevant to their departments subject to the condition that such guidelines are not contrary to these guidelines.

2. In consonance to the guidelines issued vide reference 2nd read above the Director of Technical Education in the reference 4th read above have submitted additional guidelines for effecting transfer of employees working in the Department of Technical Education through Online counselling.

3. After considering the proposal of the Director of Technical Education and recognizing the need for additional guidelines for the

Technical Education Department, the Government hereby issues the following additional guidelines:

1) Transfer by Online Counselling:

All transfers shall be made by way of **Online Counselling** by the competent authority, subject to the availability of vacancies and admission of students into Govt. Polytechnics.

2) Schedule of Transfers:

The Director of Technical Education shall draw the schedule for affecting transfers and complete the entire process **on or before 15.06.2025.**

3) Competent Authority for Issue of Posting Orders:

- a) The Director of Technical Education shall issue transfer orders in respect of Sr. Lecturers, Lecturers, Physical Directors (including Sr. Physical Directors), Librarians (including Sr. Librarians), Technical staff and Administrative staff upto Office Superintendents/Hostel Managers.
- b) The Regional Joint Directors of Technical Education concerned shall issue transfer orders in respect of other Non-Teaching Staff, viz., Senior Assistants and Junior Assistants/Typists working in their jurisdiction with erstwhile District as the criteria based on the eligibility as per norms.
- c) The Director of Technical Education shall obtain options for transfer from the Principals and Heads of Sections through Web portal and forward the final allotment list to the Government for issuing posting orders, as the Government is the Competent Authority for the services of Principals and Heads of Sections.

4) Eligibility for Transfers:

- a) Employees who have completed five years of service at a station, irrespective of cadre, as on 31.05.2025, are invariably liable for transfer. However, Teaching staff in some rare Branches may be retained, if no candidate applies for request transfer and no eligible candidate is available for transfer.
- b) **Station Definition:** Service in all cadres at a station shall be counted while calculating the period of stay. Station refers to a particular City, Town, Village of actual working for the purpose of transfers and not office or institution. Requests transfer from one

Polytechnic to another within the same station (City, Village, Town) will not be considered.

- c) The employees retiring on or before 31.05.2026 shall not be transferred, except on request.
- d) The requests of employees having any charges / ACB / Vigilance cases, pending against them shall not be considered for transfer. If there is any request from such employee, the same shall be indicated clearly against his/her name. However, the Director of Technical Education is empowered to transfer these employees on administrative grounds. Such employees should not be posted to Focal places.
- e) Transfers shall be affected based on the total entitlement points scored by the individual applicants on the criteria as mentioned below. The highest scorer in the respective cadre shall be given the first choice and so on.

5) Stay in the present station located in the following areas as on 31.05.2025:

a) Criteria for Entitlement of points:

(i) For Teaching Staff:

Area Category	Area	Category	Points
I.	18% HRA (under AICTE Pay Scales 2016) Polytechnics located in Vijayawada, Visakhapatnam (GVMC), Guntur & Nellore.	Focal	3 Points for every year of stay
II.	9% HRA (under AICTE Pay Scales 2016) Polytechnics located in (13) erstwhile District Headquarters and (02) Municipal Corporations, viz., Rajamahendravaram and Tirupati.	Focal	4 Points for every year of stay
III.	9% HRA (under AICTE Pay Scales 2016)/ Polytechnics located in other than areas indicated under Area Category-I and II.	Non-Focal	5 points for every year of stay

IV.	G.M.R. Polytechnics, located in ITDA Notified Areas at Srisailam, Paderu, Yetapaka	Non-Focal	8 Points for every year of stay
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(ii) For Non-Teaching Staff:

Area Category	Area	Category	Points
I.	16% HRA (under State Pay Scales) Area	Focal	3 Points for every year of stay
II.	12% HRA (under State Pay Scales) Area	Non-Focal	4 points for every year of stay
III.	10% HRA (under State Pay Scales) Area	Non-Focal	5 points for every year of stay
IV.	G.M.R. Polytechnics, located in ITDA Notified Areas at Srisailam, Paderu, Yetapaka	Non-Focal	8 Points for every year of stay

Note: Transfers shall be affected from Non-Focal to Focal; Non-Focal to Non-Focal and Focal to Non-Focal only. However, in exceptional cases, transfers will be permitted from Focal to Focal when required vacancies are not available in Non-Focal areas.

b) Special Categories:

Special points will be given under the following Categories:

Cate-gory	Description	Points
(i)	(a) Differently Abled Employees (56% to 69% disability) on submission of SADAREM Certificate	10 points
	(b) Differently Abled Employees (40% to 55% disability) on submission of SADAREM Certificate.	07points

(ii)	(a) The employee, who is suffering from the following diseases, in which he/she undergoing treatment: Cancer/Open Heart Surgery/Correction of Atrial Septal Defect /Organ Transplantation; Major Neuro Surgery; Bone TB; Kidney Transplantation/ Dialysis; and Spinal Surgery. (b) The employee, with dependent children and spouse who are mentally challenged and are undergoing treatment. (c) The employee with dependent children suffering with Juvenile Diabetes/ Thalassemia Disease/ Haemophilia Disease/ Muscular Dystrophy and are undergoing treatment.	08 points
(iii)	Widow (not re-married)/Unmarried woman employee above 40 years of age as on 31.05.2025.	06 points
(iv)	The employee whose spouse is employed in State/ Central Government/Public Sector Undertakings/ Local Bodies or Aided Institutions and also to the regular employees working in Educational Societies running under State Government and working in the same district/zonal/state cadre.	06 points

Note: (a). The applicants seeking transfer under category (i) shall produce the SADAREM Certificate.

(b).The employees with 70% and above Disability as per SADAREM Certificate, shall not normally be transferred from their present place, if they find it more accessible and easier to commute on daily basis. They are also exempted from maximum period of 5 years, unless a request has been made by another employee with 70% and above Disability.

(c).The applicants seeking transfer under category (ii) shall produce the Medical Certificate afresh issued by the District Medical Board/ State Medical Board and Discharge summary and all detailed medical certificates from referral hospital.

(d). The benefit of spouse points shall apply to one of the spouses once in 5 years only. An entry to this effect shall be recorded in the SR of the employee concerned under proper attestation by the DDO concerned. If both spouses are under compulsory

transfer, either of them may be permitted to opt for any place; however, only one of them shall be eligible for the award of spouse points. In cases where only one spouse is under compulsory transfer, the spouse attending the counselling may be allowed to opt for any place, provided their spouse is also under compulsory transfer.

6) Transfers of Office Bearers of recognized State & District Service Associations will be considered as per the instructions issued in Circular Memo. No.GAD01-SW0SERA/27/2019-SW, dated.15.06.2022 and Circular Memo. No.GAD01-SW0SERA/13/2024-SW, dated. 22.05.2025 of General Administration (SW) Department.

7) All transfers affected under these guidelines, including the employees who exercised the option of preferred stations, shall be treated as request transfers and they are not entitled to any TTA/DA and joining time.

8) Procedure for Notification of Vacancies:

The following vacancies will be notified for transfers of Principals, Teaching Staff, Technical Staff and Non-Teaching Staff:

- a) Clear vacancies as on the date of issue of transfer guidelines.
- b) Vacancies under compulsory transfer.
- c) Resultant vacancies during transfer Counselling.

9) Display of employee details and vacancy list:

- a) Details of all eligible employees shall be uploaded in the Transfers portal prescribed by the Department for calculating the entitlement points by the Principals concerned.
- b) All employees, who are seeking transfer under Special category, should submit their details to the Principals concerned for uploading their data in the Transfers portal. If any employee fails to submit the same, the entitlement points may be prepared based on the available information and any discrepancy due to lack of information shall not be entertained.
- c) The list of employees who are liable for transfer and request applications by candidate eligible for transfer with entitlement points shall be displayed in the website.
- d) No allotment for future arising vacancy will be considered during online counselling.

- e) Depending upon the workload, both teaching and non-teaching, transfers shall be affected. Hence, employee seeking transfer, has no right to insist for an existing vacancy in any institution for his/her transfer.
- f) The employee is responsible for the correctness of the information furnished in the request transfer application. Hiding of facts and furnishing of erroneous information shall attract disciplinary action as per Conduct Rules.
- g) Objections, if any, on the vacancy list or entitlement points have to be submitted to the Director of Technical Education by the applicants in writing with necessary evidences/justification, as per the schedule. The Committee, after due verification, shall dispose off these objections and carry out necessary corrections, if any, in the vacancy list or entitlement points and the final list shall be uploaded in the specified website accordingly.
- h) The detailed schedule for exercising options and online counselling shall be placed in the website.
- i) All the applicants seeking transfer shall exercise options in the specified web portal only, as per the schedule.
- j) In case, the entitlement points of two or more applicants are equal, then the preference shall be given to the employees of working in ITDA area and then to the senior as per date of birth.

10) Procedures for Transfers and Postings:

- a) A software module will be placed with an URL. It contains a Principal Module, Employee Module and Admin Module.
- b) Principal has to verify the data populated against each branch and employee, and fill the balance fields in Principal Module. A click on Submit button will save the data, a click on Confirm button will confirm the data and doesn't allow the Principal to modify.
- c) After confirmation of employee data by all the Principals, the Employee Module will be enabled for the employees to verify the data and exercise options. The employee is permitted to exercise ten options only. The employee once exercised his options shall have to save by clicking on Confirm button. Once the options are saved and confirmed, permission will not be allowed for change of options.
- d) Once the option entry is completed, the Options exercised by the employees will be published in the website <http://dteap.nic.in>.
- e) If any employee who is liable to transfer, fails to exercise options, is not eligible to attend further counselling. Such person will be

allocated the leftover vacancy after counselling process. No further correspondence will be entertained in this respect.

- f) Persons working against the posts in other branches shall be transferred and posted to regular vacancies of their respective branch/subject, if any.

11) Powers of Head of the Department:

- a) The Government may either *Suo-moto* or on an application received from any person aggrieved by the transfer orders may call for and examine the records in respect of any proceedings of transfers to satisfy himself about the regularity, legality or propriety of the same. If, in any case, it appears that such proceedings need to be modified, annulled or reversed or remitted for reconsideration, orders deemed fit may be passed accordingly so as to rectify any violation of rules or discrepancies. Such order shall be binding.
- b) The Director of Technical Education may stay the implementation of any such proceedings duly exercising of his powers under Sub-Rule (a) above in case of need either *Suo-Moto* or on a complaint.
- c) The transfer policy should be an effective tool in capacity building with departmental employees getting a variety of experience within the department thus becoming more fit to hold higher responsibilities.

4. The Director of Technical Education, A.P, Mangalagiri, shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

KONA SASIDHAR
SECRETARY TO GOVERNMENT (FAC)

To

The Director of Technical Education, Andhra Pradesh, Mangalagiri

Copy to:

The OSD to Hon'ble Minister(HRD)

P.S to Secretary to Government, SD&T Dept., A.P, Secretariat.

The Finance (HR-I-PLG. & POLICY) Department

The Director of Treasuries & Accounts, Andhra Pradesh, Mangalagiri.

The Accountant General, Andhra Pradesh, Vijayawada.

The Pay & Accounts Office, Andhra Pradesh, Mangalagiri

SF/SC (C.No.2835968-2025)

//FORWARDED :: BY ORDER//

SECTION OFFICER